# ATTENDANCE

Supervisors are requested to complete and confirm the attendance form below. Employer must report immediately to the UUM SUPERVISOR if the student is absent without reason for more than 3 days. Please use the symbol as shown in the following table.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Symbol |  | | | Symbol | |  | | |  |
| ✔ | Present | | | P | | Absent with Permission | | |
| X | Absent without Permission | | | H | | Public Holiday | | |
| S | Absent (Medical Leave) | | |
|  | | | | | | | | | |
| Month  Date | January | February | March | | April | | May | June | |
| 1 | H | H | ✔ | | ✔ | |  |  | |
| 2 |  | ✔ | ✔ | | ✔ | |  |  | |
| 3 |  | ✔ | ✔ | |  | |  |  | |
| 4 | ✔ | ✔ | ✔ | |  | |  |  | |
| 5 | ✔ | ✔ | ✔ | | ✔ | |  |  | |
| 6 | ✔ |  |  | | ✔ | |  |  | |
| 7 | ✔ |  |  | | ✔ | |  |  | |
| 8 | ✔ | ✔ | ✔ | | ✔ | |  |  | |
| 9 |  | ✔ | ✔ | | ✔ | |  |  | |
| 10 |  | ✔ | ✔ | |  | |  |  | |
| 11 | ✔ | H | ✔ | |  | |  |  | |
| 12 | ✔ | H | ✔ | | ✔ | |  |  | |
| 13 | ✔ |  |  | | ✔ | |  |  | |
| 14 | ✔ |  |  | | ✔ | |  |  | |
| 15 | ✔ | ✔ | ✔ | | ✔ | |  |  | |
| 16 |  | ✔ | ✔ | | ✔ | |  |  | |
| 17 |  | ✔ | ✔ | |  | |  |  | |
| 18 | ✔ | ✔ | ✔ | |  | |  |  | |
| 19 | ✔ | P | ✔ | | P | |  |  | |
| 20 | ✔ |  |  | |  | |  |  | |
| 21 | ✔ |  |  | |  | |  |  | |
| 22 | ✔ | ✔ | ✔ | |  | |  |  | |
| 23 |  | ✔ | ✔ | |  | |  |  | |
| 24 |  | ✔ | ✔ | |  | |  |  | |
| 25 | ✔ | ✔ | ✔ | |  | |  |  | |
| 26 | ✔ | ✔ | ✔ | |  | |  |  | |
| 27 | ✔ |  |  | |  | |  |  | |
| 28 | H |  |  | |  | |  |  | |
| 29 | ✔ |  | P | |  | |  |  | |
| 30 |  |  | ✔ | |  | |  |  | |
| 31 |  |  | ✔ | |  | |  |  | |

Reviewed and checked by:



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Ajlaa bt Ali Mansor

Executive Top Talent Identification

Top Talent Management Department,

Human Capital Development | Group HRM

Employer Signature and Stamp

# ATTENDANCE

Supervisors are requested to complete and confirm the attendance form below. Employer must report immediately to the UUM SUPERVISOR if the student is absent without reason for more than 3 days. Please use the symbol as shown in the following table.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Symbol |  | | | Symbol | |  | | |  |
| ✔ | Present | | | P | | Absent with Permission | | |
| X | Absent without Permission | | | H | | Public Holiday | | |
| S | Absent (Medical Leave) | | |
|  | | | | | | | | | |
| Month  Date | July | August | September | | October | | November | December | |
| 1 |  |  |  | |  | |  | ✔ | |
| 2 |  |  |  | |  | | ✔ | ✔ | |
| 3 |  |  |  | |  | | ✔ | ✔ | |
| 4 |  |  |  | |  | | ✔ | ✔ | |
| 5 |  |  |  | |  | | ✔ |  | |
| 6 |  |  |  | |  | | ✔ |  | |
| 7 |  |  |  | |  | |  | ✔ | |
| 8 |  |  |  | |  | |  | ✔ | |
| 9 |  |  |  | |  | | ✔ | ✔ | |
| 10 |  |  |  | |  | | ✔ | ✔ | |
| 11 |  |  |  | |  | | ✔ | ✔ | |
| 12 |  |  |  | |  | | ✔ |  | |
| 13 |  |  |  | |  | | ✔ |  | |
| 14 |  |  |  | |  | |  | ✔ | |
| 15 |  |  |  | |  | |  | ✔ | |
| 16 |  |  |  | |  | | ✔ | ✔ | |
| 17 |  |  |  | |  | | ✔ | ✔ | |
| 18 |  |  |  | |  | | ✔ | ✔ | |
| 19 |  |  |  | | ✔ | | ✔ |  | |
| 20 |  |  |  | | ✔ | | ✔ |  | |
| 21 |  |  |  | | ✔ | |  | ✔ | |
| 22 |  |  |  | | ✔ | |  | ✔ | |
| 23 |  |  |  | | ✔ | | ✔ | ✔ | |
| 24 |  |  |  | |  | | ✔ | ✔ | |
| 25 |  |  |  | |  | | ✔ | H | |
| 26 |  |  |  | | ✔ | | ✔ |  | |
| 27 |  |  |  | | ✔ | | ✔ |  | |
| 28 |  |  |  | | ✔ | |  | ✔ | |
| 29 |  |  |  | | H | |  | ✔ | |
| 30 |  |  |  | | ✔ | | ✔ | ✔ | |
| 31 |  |  |  | |  | |  | P | |

Reviewed and checked by:



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Ajlaa bt Ali Mansor

Executive Top Talent Identification

Top Talent Management Department,

Human Capital Development | Group HRM

Employer Signature and Stamp